



Cañada College

BUDGET COMMITTEE MEETING MINUTES

Wednesday, September 1, 2010

1:30 p.m. – Building 3, Room 142

Members Present: Maria Lara-Blanco, Lucy Nolasco, Vickie Nunes, Martin Partlan, Sarah Perkins, Robin Richards, Gregory Stoup.

Ex-Officio: Thomas Mohr – President, Robert Hood – Director of Marketing

Members Absent: Joan Rosario, Faculty Rep, Student Reps

Guests: Eliazer Ayala-Austin, Jenny Castello, Roberta Chock, Linda Hayes, Debbie Joy, Maggie Souza, Janet Stringer, Dave Vigo,

AGENDA ITEM		PRESENTER																																																	
1) APPROVAL OF MINUTES	The minutes were approved as amended.	Martin Partlan, Budget Committee Co-Chair																																																	
2) PUBLIC COMMENTS	None	Martin Partlan, Budget Committee Co-Chair																																																	
3) BUSINESS																																																			
I. Review of Budget Committee's Constitution (Informational)	The mission and roles of the Budget Committee Constitution were reviewed. Agreed that Budget Committee members would go back to their constituency groups to solicit more input on the mission and roles of the Budget Committee and report back at the next meeting.	Martin Partlan, Budget Committee Co-Chair																																																	
II. Review of the General Fund (Informational & Discussion)	<p>There is no further news on our State budget at this time. A budget update was given on where we are in the fiscal year.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Final budget allocation</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">\$12,207,180.00</td> <td style="width: 20%;"></td> </tr> <tr> <td>Position Control</td> <td style="text-align: right;">9,300,000.00</td> <td></td> <td></td> </tr> <tr> <td>Hourly Salaries</td> <td style="text-align: right;">3,340,522.00</td> <td></td> <td></td> </tr> <tr> <td>Discretionary Fund</td> <td style="text-align: right;">684,130.42</td> <td></td> <td></td> </tr> <tr> <td>Transfer</td> <td style="text-align: right;"><u>10,421.95</u></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td></td> <td style="text-align: right;">\$13,337,058.00</td> <td></td> </tr> <tr> <td>Shortfall</td> <td></td> <td style="text-align: right;">(1,129,878.00)</td> <td></td> </tr> <tr> <td>Carryover</td> <td style="text-align: right;">828,552.00</td> <td></td> <td></td> </tr> <tr> <td>Non Resident tuition</td> <td style="text-align: right;">25,687.00</td> <td></td> <td></td> </tr> <tr> <td>Facility Rental</td> <td style="text-align: right;">159,782.00</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: right;"><u>32,674.00</u></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total Carryover</td> <td></td> <td style="text-align: right;">1,064,695.00</td> <td></td> </tr> </table>	Final budget allocation		\$12,207,180.00		Position Control	9,300,000.00			Hourly Salaries	3,340,522.00			Discretionary Fund	684,130.42			Transfer	<u>10,421.95</u>			Total		\$13,337,058.00		Shortfall		(1,129,878.00)		Carryover	828,552.00			Non Resident tuition	25,687.00			Facility Rental	159,782.00			Other	<u>32,674.00</u>			Total Carryover		1,064,695.00		Vickie Nunes, College Business Officer	
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<p>III. Funding for New Faculty & Staff (Discussion)</p>	<p>Over the past several years, our college has continued to maintain an ending carryover balance which has gradually increased. It was proposed that the college use of some of these funds for the following positions:</p> <ul style="list-style-type: none"> • Workforce Development Director • 3 full-time faculty positions • 1 classified positions <p>Placeholders for these positions (totaling approximately \$400,000.) are included in our budget this year. It was noted that the carryover balance is one-time money. Also proposed that we look at our budget every couple of months to see where we stand with the Budget Committee continually advising the college on what we can do. Faculty and classified positions would need to go through our hiring process.</p>	<p>Vickie Nunes, College Business Officer Thomas Mohr, President</p>																		
<p>IV. Measure G Funds (Discussion)</p>	<p>Noted that Measure G funds (Fund 6) are separate from Fund 1. Measure G is <u>one-time money</u> from the parcel tax and will generate approximately \$6 million a year for our District. The District has not informed us of our Fund 6 allocated amount. President Mohr asked Vice President Perkins to meet with the Deans and begin planning for approximately \$1.3 million.</p> <p>The following is a proposal for the use of Measure G Funds presented by Vice President Perkins. Vice President Perkins noted that some of these funds have already been spent by the three colleges on the Fall 2010 semester. This was discussed and agreed on by our Chancellor.</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>PROPOSAL for MEASURE G FUNDS</u></th> <th style="text-align: right;"><u>COST</u></th> </tr> </thead> <tbody> <tr> <td>• Increase 12 sections to Fall 2010 semester</td> <td style="text-align: right;">\$ 75,250</td> </tr> <tr> <td>• Suggesting to increase 40 sections to Spring 2011 schedule</td> <td style="text-align: right;">344,000</td> </tr> <tr> <td>• Launch Cañada Accelerated College (conduct Friday evening/Saturday classes offered for 8 weeks using a hybrid format geared toward Transfer)</td> <td style="text-align: right; vertical-align: bottom;">38,700</td> </tr> <tr> <td>• District Education/Faculty Coordination/Faculty Development</td> <td style="text-align: right;">99,400</td> </tr> <tr> <td>• Library Hours (open Saturday mornings – cost for Librarian and Aide)</td> <td style="text-align: right; vertical-align: bottom;">28,000</td> </tr> <tr> <td>• AdJunct Counseling</td> <td style="text-align: right;">92,400</td> </tr> <tr> <td>• Counseling Support - Temporary Counseling Supervisory position</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td>• Tutor Peer Mentor Program (Additional tutoring hours – cost for Instructional Aide)</td> <td style="text-align: right; vertical-align: bottom;">87,000</td> </tr> </tbody> </table>	<u>PROPOSAL for MEASURE G FUNDS</u>	<u>COST</u>	• Increase 12 sections to Fall 2010 semester	\$ 75,250	• Suggesting to increase 40 sections to Spring 2011 schedule	344,000	• Launch Cañada Accelerated College (conduct Friday evening/Saturday classes offered for 8 weeks using a hybrid format geared toward Transfer)	38,700	• District Education/Faculty Coordination/Faculty Development	99,400	• Library Hours (open Saturday mornings – cost for Librarian and Aide)	28,000	• AdJunct Counseling	92,400	• Counseling Support - Temporary Counseling Supervisory position	50,000	• Tutor Peer Mentor Program (Additional tutoring hours – cost for Instructional Aide)	87,000	<p>Sarah Perkins, Vice President of Instruction</p>
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<p>V. Workforce Developer (Discussion & Action)</p>	<ul style="list-style-type: none"> • Veteran Support Coordinator Coordinator for program, LD Assessment Specialist, & Psychologist) 86,000 • 100% FAFSA initiative 86,275 • Case Management Mentor Program Services Coordinator (establish an early alert & case management program) 37,500 • Student/College Communication structure (design and needs for website - 2 part time positions) 60,000 • Bridge Program 160,000 (2 –two week sessions of Math Jam & LEAP development of writing pre-college opportunity) • Workforce Development Coordinator <u>85,000</u> <p style="text-align: right;">TOTAL \$1,329,605</p> <p>This proposal has been presented so far to Business Workforce & Athletics, Humanities & Social Sciences, CPC, Academic Senate, and Classified Senate. Vice President Perkins noted that we do not know when Measure G funds will be available to the Colleges or for how long. At the same time we need to plan and begin working through our planning process to vet this proposal through the campus community.</p> <p>Proposal made for the college to hire a Workforce Development Director. This position would be a full-time twelve month position paid from Fund 1. Noted that all colleges our size have this position. A Workforce Developer Director:</p> <ul style="list-style-type: none"> • works with faculty around career and education • facilitates and collaborates with the business community in contract education, training, and re-training • develops partnerships with business and industry • involved in program development • does grant writing seeking funds for college programs <p>A motion was made and seconded that the Budget Committee confirms that there are funds for this position and that they support the rationale of a Workforce Development Director.</p>	<p>Sarah Perkins, Vice President of Instruction</p>
<p>4) ADJOURNMENT</p>	<p>The meeting was adjourned at 2:45 p.m.</p>	<p>Martin Partlan, Budget Committee Co-Chair</p>